

This note provides a brief overview of the reporting requirements for agencies receiving funds from the Central Emergency Response Fund (CERF) and Resident Coordinators/Humanitarian Coordinators (RC/HCs) in countries supported by CERF funds.

## Field Monitoring: The interim update

**What:** The interim update is the main tool used by the RC/HC to monitor the status of implementation of projects under a CERF allocation. The update highlights challenges that may affect implementation, corrective actions (to be) taken and expectations of meeting the planned targets. The objective of the interim update is to give the RC/HC and the HCT assurance that CERF-funded activities are implemented as intended and to enable corrective actions to be taken if necessary.

**Who:** In-country monitoring should be lead and overseen by the RC/HC's office<sup>1</sup>. The recipient agencies in country are responsible for filling in the interim update template in a timely fashion and submitting it to the RC/HC. Once consolidated, the RC/HC shall share the interim update with the CERF secretariat.

**When:** The interim update is due according to a schedule set out at implementation start, (typically halfway through the implementation period), exact timing is at the discretion of the RC/HC. A tailored template will be shared along with the allocation approval message from the Emergency Relief Coordinator (ERC). A month after this message, the CERF secretariat will send a reminder to the RC/HC's office.

**Further Guidance:** See <http://www.unocha.org/cerf/resources/guidance-and-templates> or contact [cerf@un.org](mailto:cerf@un.org)

## Field Narrative Reporting

**What:** The RC/HC narrative reports are the RC/HCs' and the Humanitarian or UN Country Teams official reporting tool on the use of CERF funds. The reports highlight whether set targets have been met and explain how funds have been prioritized and utilized to meet life-saving humanitarian needs. They also form the framework for agencies to report programmatically to the RC/HC, and by extension to the ERC/CERF, on results achieved with CERF funds. RC/HC narrative reports are posted on CERF's website.

**Who:** The in-country reporting process should be managed by the RC/HC's office<sup>2</sup>. The recipient agencies in country are responsible for providing accurate and timely input to the RC/HC's office in line with the guidelines and deadlines dictated by the RC/HC's office, and the RC/HC's office is responsible for consolidating the report. In addition, it is the responsibility of the RC/HC's office to ensure in-country reporting structures that allow adherence to the reporting requirements.

**When:** The reports are due within three months after expiration of each grants package. Six weeks prior to expiration of each grants package, the CERF secretariat will send a reminder to the RC/HC's office and four weeks prior to expiration, the CERF secretariat will send an RC/HC reporting package to the RC/HC's office that will contain a tailored template and guidelines.

**Further Guidance:** See <http://www.unocha.org/cerf/resources/guidance-and-templates> or contact [cerf@un.org](mailto:cerf@un.org)

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<sup>1</sup> The OCHA country office where present.

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## Headquarter Narrative Reporting: The annual HQ report

**What:** The annual narrative HQ reports are the agencies' reporting tool for informing the ERC about the overall strategic impact of CERF funding upon each organization's global emergency programmes. They describe how CERF programme results fulfil the mandate of the fund to facilitate the timely implementation of time critical, life-saving activities in new emergencies or strengthen the core of underfunded emergencies. The reports feed into the annual Secretary-General Report on CERF that is shared with the General Assembly.

**Who:** The annual narrative HQ reports are prepared by the headquarters of each recipient agency.

**When:** The reports are due towards the end of the first quarter of every year. CERF will send out template and information on exact deadline during the month of January each year.

**Further Guidance:** See <http://www.unocha.org/cerf/resources/guidance-and-templates> or contact [cerf@un.org](mailto:cerf@un.org)

## Headquarter Financial Reporting

All financial reports are to be submitted in standard templates provided by the CERF secretariat. The templates are also available on the CERF website.

### Interim Financial Reporting as at 31 December for Each Grant

**What:** An interim certified financial report for each grant with status as at 31 December of each year. This reporting is crucial for the CERF secretariat to ensure proper year-end reporting in the UN financial statements to the General Assembly in accordance with the UN financial regulations and rules.

**When:** The reports are due on 15 February of each year.

### Interim Financial Reporting as at 30 June for Rapid Response Grants Expiring during the first half of the year

**What:** An early interim certified financial report for each Rapid Response grant expiring during the first half of the year with information as at 30 June. These interim reports allow recording of expenditures as at 30 June of the given year and facilitation of Rapid Response grant monitoring.

**When:** The reports are due on 15 August.

### Final Financial Reporting

**What:** A final certified financial report for each grant with information as at 31 December. In the event that an interim financial report was submitted and in case no changes to the interim report are necessary, an official communication should be submitted by the deadline, listing the grants for which interim financial reports are considered as final.

**When:** The reports or official communications are due on 30 June of each year.

**Who:** Financial reports are prepared by the headquarters of each recipient agency.

**Further Guidance:** See <http://www.unocha.org/cerf/resources/guidance-and-templates> or contact [cerf@un.org](mailto:cerf@un.org)

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